



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, March 16, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Staff Present: City Administrator Joshua Tetzlaff, Finance Director Robin Pikal, Community Development Director Ken Ondich, Police Chief Tim Applen and Public Works Director Matt Rynda

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

### 3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

a. Meeting Minutes

i. March 2, 2026 Special City Council Meeting Minutes

ii. March 2, 2026 City Council Meeting Minutes

b. Claims for Payment: **\$1,372,827.18**

c. Financial Summary Report

d. Purchase of Equipment - Parks Department

e. Resolution #CC-26-03-16-01 - Accepting a Donation of Batting Cages at Memorial Park Baseball Field to the City

f. Large Assembly Permits: Dozinky Festival, Czech Out New Prague and Holiday Parade

g. Appointment of Mitchell Sasse for Parks Maintenance Position

### 4. GOVERNMENT AGENCY UPDATES

No updates.

**5. PUBLIC FORUM**

No speakers were present.

**6. PUBLIC HEARING(S) – 6:00 PM**

- a. Ordinance for Adoption: Ordinance #358 - Vacating Certain Easements in the Plat of New Prague Business Park 11th Addition  
Community Development Director Ken Ondich presented the Ordinance for Adoption.

Motion to open the public hearing at 6:06 p.m.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

No speakers were present.

Motion to close the public hearing at 6:07 p.m.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

Motion to approve the second reading and Adoption of Ordinance #358 - Vacating Certain Easements in the Plat of New Prague Business Park 11th Addition

Motion made by Councilmember Bass, Seconded by Councilmember Wolf.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

**7. CITY ENGINEER PROJECTS UPDATE**

- a. March 16, 2026

No update other than what was presented.

Public Works Director Matt Rynda and Community Development Director Ken Ondich helped answer any questions.

**8. ORDINANCE(S) FOR INTRODUCTION**

- a. None

**9. ORDINANCE(S) FOR ADOPTION**

- a. #359 - Unified Development Code (UDC)

Community Development Director Ken Ondich presented the Ordinance for Adoption #359 - Unified Development Code and answered any questions.

Motion to approve the second reading and adoption of Ordinance #359 - Unified Development Code after removing Section F: Accessory Dwelling Units

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

- b. Resolution #CC-26-03-16-02 - Approving Publication of Ordinance #359 by Title and Summary  
Motion to approve Resolution #CC-26-03-16-02 - Approving Publication of Ordinance #359 by Title and Summary, noting that the ADU section has been removed from the UDC.  
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

## 10. RESOLUTIONS

- a. #CC-26-03-16-03 - Authorizing the Transfer and Closure of Ambulance Account, Fund 651  
Finance Director Robin Pikal helped answer any questions about the Account Closure.  
Motion to approve Resolution #CC-26-03-16-03 - Authorizing the Transfer and Closure of Ambulance Account, Fund 651  
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

## 11. GENERAL BUSINESS

- a. City Hall Summer Hours Discussion  
City Administrator Joshua Tetzlaff presented the City Hall Summer Hours Discussion.  
Motion to approve the proposed summer hours from Memorial Day to Labor Day for the summer of 2026.  
Motion made by Councilmember Ryan, Seconded by Councilmember Bass.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)
- b. 2025 Police Department Annual Report  
Police Chief Tim Applen presented the 2025 Police Department Annual Report and answered any questions.
- c. Selecting a Firm for IT Request for Proposal (RFP) Consultant  
Community Development Director Ken Ondich presented the Firm for IT RFP Consultant answered any questions.  
Motion to approve the proposal from Quintillion Consulting for an IT Consultant.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)
- d. 2026 Ambulance Agreement  
City Administrator Joshua Tetzlaff presented the 2026 Ambulance Agreement.  
The consensus was made to table the agreements until the next meeting, providing City Staff time to get more information.

**12. MISCELLANEOUS**

- a. Budget Timeline
- b. 2025 Ambulance Review
- c. Meeting Minutes
  - i. February 10, 2026 Park Board Meeting Minutes
  - ii. February 11, 2026 EDA Board Meeting Minutes
- d. Discussion of Items not on the Agenda

**13. ADJOURNMENT**


Motion to adjourn the meeting at 7:52 p.m.

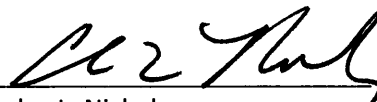
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0)

ATTEST:

  
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Joshua M. Tetzlaff  
City Administrator

  
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Charles L. Nickolay  
Mayor